MEETING MINUTES – SC Enterprise Information System (SCEIS)

Date of Meeting:	Wednesday, October 17, 2007
Time and Location:	12:30 p.m. – 1:30 p.m. 1st Floor Governor's Conference Room Wade Hampton Building
Minutes Prepared By:	Joy Stagg

1. Attendance at Meeting

Nat Kaminski, Chairman	Comptroller General's Office
Eddie Gunn	SC Budget and Control Board
Sheila Breitweiser	SC School for the Deaf and Blind
Marcia Adams	SC Department of Motor Vehicles
Mike Garon	Dept. of Revenue (sitting in for Ray Stevens)
Clint Leach	Senate Finance
Ben Homeyer	House Ways and Means Committee (sitting in for Ben Homeyer)
Grant Gillespie	Governor's Office

Ex-officio Members Present:

Chuck Fallaw	Division of the State CIO
Pat O'Cain	Division of the State CIO
Chris Joye	SCEIS, Project Manager
Chris Shuman	SCEIS, Solutions Architect

2. Meeting Agenda

- ✓ Call to Order
- ✓ Adoption of Agenda/Approval of Minutes
- ✓ SCEIS Project Status
- ✓ Phase 1A Production Cutover Status
- ✓ Independent Verification & Validation
- ✓ Questions/Answers

3. Meeting Notes, Decisions, Issues

a. The Agenda was adopted as presented.

b. The Minutes from September 11, 2007, were adoped.

c. Chuck Fallaw gave an update on the status of the Project, the six Phase 1A agencies: Comptroller General's Office, State Treasurer's Office, State Auditor's Office, Wil Lou Gray, State Library, and Department of Insurance, including the Statewide Procurement Functions and Vendor Master File.

d. Mr. Fallaw then briefed the Committee on theTimeline for Integration Testing with a review of Cycle 1, Cycle 2 and Cycle 3. A briefing was given on Status Meeting, Defects, Priorities, scripts, and steps. A Cycle Chart was on display to display the process being used and charted by Integration Testing to have a visual of the Testing process and progress.

e. Mr, Fallaw gave an update on final cutover planning and addressed the following major concerns: (1.) Stars/SAP Interface (2) Cash by Fund Enhancement (3) Reports and IDT's. The impact of the Freeze Period was discussed.

f. An Implemenation Kick Off Meeting was held for the Agencies. System will be available and go live date will be November 5, 2007.

g. Pat O'Cain gave an overview of Independent Verification & Validation (IV & V).

h. Meeting adjourned at 1:30 p.m.

4. Action Items

Action	Assigned to	Due Date
a.		
Status		
b.		
Status.		
c.		
Status		

5. Next Meeting

Date:	Thursday, November 15, 2007	**Time:**	10:30 a.m.-11:30 a.m.	**Location:**	CG's 3rd floor conf. room
Agenda:					